

Sanitized - Approved For Release : CIA-RDP54-00177A000100120018-1
Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: 10 July 1950

FROM : Acting Chief, Supply Branch

SUBJECT: Monthly Report - Ending Fiscal Year 1950

1. A recent check has been made relative to ascertaining the completion date of work to be accomplished on the 3d floor [REDACTED] Building. All work pertaining thereto will be completed on Friday, 14 July 1950; therefore, occupancy by Communications personnel can become effective 17 July 1950. 25X1A6a

2. During the past month a memorandum of agreement pertaining to the approved Ad Hoc Committee procedure covering procurement of books and periodicals, and a proposed procedure prepared by this office outlining additional steps for streamlining the method of book procurement as recommended by the Ad Hoc Committee, was forwarded for concurrence to the Chiefs Fiscal, Services and Library Divisions. The latter proposed procedure, it was agreed, was not adaptable for use within CIA, and it was determined that the approved procedure recommended by the Ad Hoc Committee was the only workable procedure for use by this agency.

3. As requested, a redraft of the proposed Supply and Property procedure to be included in the 40 series of the manual was accomplished and returned to your office.

4. The proposed overt shipping procedure for domestic and foreign field offices was approved by your office inclusive of a proposed Administrative Instruction covering this matter. In addition the Management Officer, after approval by your office, has released to the Reproduction Branch requisitions covering revised forms namely, Form No. 36-113, Domestic and Foreign Shipping Register and Form No. 36-114, Request for Domestic or Foreign Overt Shipments. This office will put into effect during the month of July the approved procedure.

5. An inspection of building supply rooms was made for the purpose of determining the progress made with respect to the procedure covering the operation of said rooms. The following findings relative thereto are submitted for information:

Q and M Building Supply Rooms: Presently operating in accordance with approved procedure. The space situation was disclosed as being a problem inasmuch as it effects the efficient operation of services. An adequate stock of all supplies can be maintained, however it creates overcrowding of the room area. This office discussed with the Chief, General Services

Branch the possibility of exchanging the present supply room for a room occupied by PBS. His offhand opinion was that it could not be done, however the matter will be looked into.

L and K Building Supply Rooms: The approved procedure will be in effect by 14 July 1950. Adequate space is available, therefore no problem is contemplated after the procedure is in effect.

Arrangements have been made to provide special delivery service to the supply rooms as required by the designated supply officer in charge thereof, in lieu of being serviced under the delivery schedule presently in effect.

6. With respect to the delivery schedule, a labor-foreman's report is being maintained by designated foremen of labor crews which will reflect all pertinent information pertaining to delivery of supplies and equipment to CIA buildings. At the end of the current month a complete review will be made and a written recommendation will be submitted relative to the establishment of a delivery schedule for all agency buildings.

25X1A6a 7. At the request of this office the GSA has included this agency under their contract covering disposal of scrap metal and wood. The [REDACTED] Warehouse will comply with provisions contained under the terms of said contract.

8. Action is being taken at this time to compile all pertinent information to be included in a CIA agency supply catalog. Considerable progress has been attained during the past week, and it is contemplated that the availability date of 15 August 1950 will be met if nothing unforeseen develops.

9. An established procedure relative to replenishment of stock for agency forms is presently in effect and action is being taken at this time to accomplish recommendations as discussed in your office with the Chief, Reproduction Branch.

25X1A6a 10. Arrangements are under way to effect removal of the existing fence line which extends in a direct line with the east side of the [REDACTED] to the railroad spur at the northeast corner of the leased property. Thereafter a new control gate, parking area and relocation of guard booth will be effected as discussed in your office.

11. This office is in receipt of stock status reports compiled by the Storage and Issue Section which cover supplies and equipment. Recommendations will be submitted to your office during the current month relative to disposal of inactive and obsolete items.

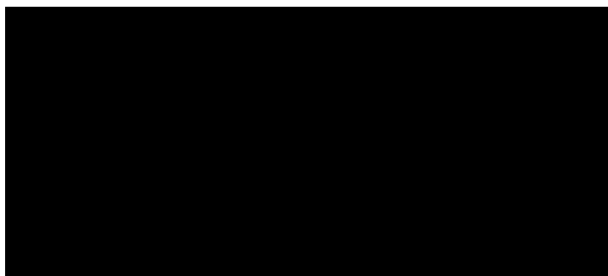
25X1A6a

Sanitized - Approved For Release : CIA-RDP54-00177A000100120018-1

12. Pending the final outcome of the matter pertaining to the installation of the fire escapes at the [REDACTED] Warehouse, this office has taken action to secure rope which is available at all floors of the [REDACTED]

25X1A6a

13. During the past month an official fire drill was conducted by the Physical Security Branch, at the request of this office, which was entirely successful. The Physical Security Branch report covering this matter reflects evacuation of [REDACTED] in 2-1/2 minutes without any security violations involved. 25X1A6a



25X1A9a

Sanitized - Approved For Release : CIA-RDP54-00177A000100120018-1

Volume:

Procurement Section:

1. Requisitions

25X1A1a

Total number received.....
Pending bids, clearances, etc.....
Held without action.....
Total number of requisitions completed.....

2. Purchase orders

Prepared and issued.....
Total amount expended.....
Printing & Binding Estimates and Petty Cash.....
Total expenditures.....

Contract Section:

1. Contracts completed

Supply..... 8
Service..... 6
Lease..... 0

2. Amendments to contracts completed

Supply..... 1 Dec.
Service..... 2
Lease..... 0

3. Contracts pending

Supply..... 0
Service..... 6
Lease..... 1

4. Amendments to contracts pending

Supply..... 0
Service..... 1
Lease..... 0

5. PBS Agreements completed

Supply..... 2
Service..... 7
Lease..... 0

6. Total authorized obligations....

Storage and Issue Section:

1. Requisitions

25X1A1a

Received during month.....
Completed.....
Pending.....

Account No. 2 - Office Supplies.....
Account No. 3 - Office Equipment.....
Account No. 5 - Medical Supply Account.....
Account No. 6 - General Supplies.....
Account No. 8 - Surplus Property Account.....

2. Cargo and domestic shipments

Requests.....
Shipments accomplished.....
Total weight shipped.....
Total number of cases shipped.....

3. Miscellaneous

Moving and relocation of equipment in CIA buildings:
Number of job orders.....
Number of man-hours required.....

4. Identification Control Records

Postings to records.....
Inventories processed.....

5. Typewriter Maintenance and repairs

Requisitions received during month.....
Requisitions completed during month.....
Requisitions on hand.....
Overhaul and shop work.....
Service calls.....
Total number of machines repaired.....
Estimated dollar value of all work.....

6. Furniture repairs

Service calls.....
Shop repairs.....
Estimated dollar value.....